

HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: April 27, 2023
Place: Orange Grove Public Library
Presiding Officer: Dave Vincent, Board Chair
Members present: Joan Kostmayer, Ardys Heurtin, Ron Peresich, Jr.

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
John Heath, Board Accountant
Tim Murr, Board Attorney
Melissa Schwarz, Minutes Taker
Carrie Turner, Minutes Taker
Brian Bretzing, member of the public

Board Chair Dave Vincent called the meeting to order at 4:00 pm.

Agenda was unanimously approved

Minutes of March 27, 2022, regular meeting were unanimously approved

Remarks by public guest – Mr. Bretzing made several comments about his library interactions and requested copies of the incident reports related to his expired ban. Mr. Bretzing exited the meeting at 4:06 pm. See *G. Incidents* for further action.

Mr. Heath entered the meeting at 4:04 pm

FINANCIAL REPORT - The March 2023 Financial Statements were reviewed:

- Cash balance is \$342,000
- \$20,000 added into a CD at First Federal for a reserve fund
- City of Biloxi and D'Iberville are ahead; Pass Christian is paying extra
- Interest Income is up
- Salaries are under
- Library materials are on target
- Maintenance and Operations are under
- Automation System Maintenance is under
- Accounting and Audit is down because audit hasn't been performed yet
- Utilities were over at Gulfport and Orange Grove
- Security is back in place at Gulfport Library
- Contents Insurance is under due to timing
- Pass Christian is on target in Salaries
- Utilities were under in D'Iberville
- Saucier is on target

The financial report was unanimously approved.

DOCKET REVIEW - The March 2023 Docket was reviewed:

- Check 24824 to Lincoln Lawrence Franklin Regional Library, \$43.47, for lost book
- Check 24832 to Hoopla, \$3,588.62, for digital library materials
- Check 24843 to Robert J. Young, \$4,150.00, for print services
- Check 24852 to Amazon, \$2,340.80, for miscellaneous supplies and materials
- Check 24857 to CSpire, \$6,309.25, for phone services
- Check 24860 to Digital Network Solutions, \$4,859.00, for computer support
- Check 24862 to First Federal Savings & Loan, \$20,000.00, for CD creation
- Check 24866 to Ingram Library Services, \$6,143.09, for library materials
- Check 24868 to Auto-Graphics, \$4,500.00, for Montage Software
- Check 24871 to Vino Investments, LLC, \$434.00, for van parking
- Check 24879 to Mississippi Power Company, \$12,190.04, for utilities

The docket was unanimously approved.

DIRECTOR'S REPORT

- Held all-staff training
- Completed several grant final reports and reimbursement requests
- Attended Board of Supervisors meeting to request permission for fence at OG
- Assisted GCCF with scholarship application evaluations
- Attended Homelessness Forum
- Assisted with community survey for strategic planning in the Pass
- Completed social media marketing and plans for National Library Week
- Submitted legal ad for bank bids
- Continued to work on West Biloxi building issues
- Leadership activities
- Planning for budget season

STATISTICS

Use of all services is continuing to stabilize in relation to COVID-impacted usage. Circulation was up for March, and programming and attendance are up. Overall circulation was 31,129 items. There were 170 programs with 2,752 attending or viewing. There were 20,069 library visitors. Public computer use was 4,486. ILL has been consistently up.

OLD BUSINESS

NEW BUSINESS

A. Policy Proposals – filming in the library and use of security camera footage.

Motion to approve the Filming in the Library policy was unanimously approved with amendments
Motion to approve the Security Camera policy was unanimously approved

- B. Job Description – Head of Circulation D'Iberville – Sarah presented a request for and addition of additional duties to the position and a pay increase.

Motion to approve the updated job description and increase for the Head of Circulation at DI was unanimously approved

- C. Gate bids – Sarah presented the bids for the new security gates at the Orange Grove location to the board to be paid for from grant funds. Superior Fence & Rail, Inc. came in at \$14,392 and Can't Be Beat Fence came in at \$14,368.

Motion to accept the bid from Can't Be Beat was unanimously approved

- D. Closure for LH to attend events – Local History Librarian Mandy Hornsby has requested the closing of the Local History Department for the staff to attend upcoming events. No action necessary.

- E. Surplus Items – A list of surplus items was presented to the board.

Motion to surplus the presented items was unanimously approved

- F. Hiring letters – Recent staff transfers were presented. No action necessary.

- G. Incidents – Recent incidents were presented to the board and request for release of incident reports was considered.

Motion to not give the incident reports was unanimously approved. Board attorney will draft a letter for Sarah to send.

Motion to permanently ban Biloxi patron Clyde Gatlin was unanimously approved

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 4:00 p.m., Thursday, May 18, at the Orange Grove Library.

Dave Vincent, Board Chair